

# Governor's Office of Economic Development



## **Community Development Block Grant Program (CDBG) Specialist (Non-classified)** **Salary Range: \$38,000 - \$44,000** **(Employee/Employer Retirement)**

The Rural Community Development Division of the Nevada Commission on Economic Development oversees the State and Small Cities Community Development Block Grant Program (CDBG). This program is a federally-funded grant program aimed at assisting low and moderate income (LMI) persons in rural Nevada. The program has 3 overarching objectives: to improve living conditions and the quality of life in rural areas; to make decent housing available in those areas; and to provide enhanced economic opportunities to LMI people in rural areas. Funds are received each year from the US Department of Housing and Urban Development and distributed on a competitive basis to local governments throughout rural Nevada. In addition, Division personnel liaise closely with other project funders in rural Nevada and participate in a variety of other development programs such as leadership development and rural community assessments. We are looking for a professional grants and projects analyst, familiar with grants and data management and interested in rural community and economic development.

### **Specific duties encompass the following:**

- Assisting rural communities with the development of Federal grant applications.
- Reviewing submitted applications for CDBG eligibility, compliance and completeness.
- Managing an accurate, up-to-date database on all open and closed grants.
- Assisting in the disbursement of grant funds.
- Preparing for and conducting grant administration and application workshops.
- Conducting desk-monitoring and on-site monitoring of sub-grantees' files.
- Preparing a variety of report at State and Federal levels.
- Updating grant administration manuals.
- Providing ongoing technical assistance to sub-grantees on grant administration and compliance issues.

### **Requirements:**

- General knowledge of accounting procedures, principles and practices.
- A thorough knowledge of the principles and practices of public administration.
- Knowledge of principles and applications of program evaluation and planning.
- Skills in written and spoken English sufficient to prepare letters, program plans, reports and conduct trainings.
- Skills in computing basic mathematics sufficient to prepare and verify financial and budget reports.
- Computer literacy skills in MS Word, Excel, PowerPoint and Access.
- A valid State of Nevada Driver's License or evidence of equivalent mobility.

### **Education:**

- Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and two years of grants experience which includes the administration, assessment, coordination, analysis and revision of grant programs; or
- Graduation from high school or equivalent education and six years of previous responsible experience in administration, assessment, coordination and revision of grant programs; or
- An equivalent combination of education and experience.

### **Position Location:**

- Carson City, Nevada

Salary

- \$38,000 - \$44,000. This is a full time/non-classified position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Kristen Anderson, 808 West Nye Lane, Carson City, Nevada 89701 or via email at [kjanderson@diversifynevada.com](mailto:kjanderson@diversifynevada.com). **Please no phone calls.**